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ABSTRACT

This employee orientation manual for supervisors of state civil servants provides information on conditions of employment and Michigan Civil Service Commission rules which, if violated, can lead to employee discipline. The following areas are covered: standards of conduct governing conflict of interest, supplemental employment, confidential information, and acceptance of gifts; notification of absence or tardiness; obtaining prior approval for spare time activities; reporting accidents and injuries; employee organizations; authorized and unauthorized political activities; provisions for jury duty. Also included are the oath of office, state Executive Order 1966-3 on standards of conduct, amendments to the state employee relations policy, and an orientation check list. (LY)

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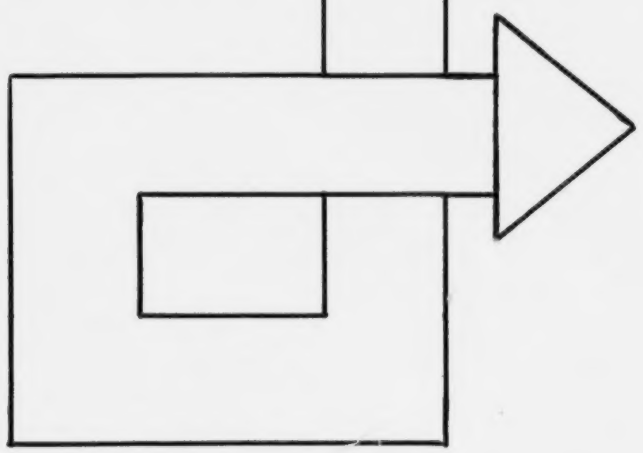
INITIAL

EMPLOYEE ORIENTATION

Volume 2

- O STANDARDS OF CONDUCT
- O NOTIFICATION, APPROVALS AND REPORTING
- O EMPLOYEE ORGANIZATIONS AND POLITICAL ACTIVITIES

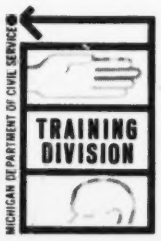


A MANUAL FOR SUPERVISORS - TO BE SHARED WITH EMPLOYEES.

A0008779

STATE OF MICHIGAN
DEPARTMENT OF CIVIL SERVICE
TRAINING DIVISION
1969

THE FIRST STEP IN EFFECTIVE TRAINING



INITIAL EMPLOYEE ORIENTATION

State of Michigan
Department of Civil Service
Training Division

INTRODUCTION

This manual has been prepared as a ready, explanatory source of information concerning conditions of employment and rules which, if violated, can lead to employee discipline. In some cases the penalty may be as severe as suspension or discharge.

In producing this manual it is our firm belief that if employees know the intent, interpretation and reason behind these rules, they will be more willing and better able to comply with them.

We have included sources of explanatory information, procedures to follow, and other information that will help employees better to understand why these regulations are necessary and how best to work with them.

Each of these rules and regulations in one way or another protects employees of the State of Michigan and helps to make working within the state civil service system a good and rewarding kind of employment.

Rules Governing Employees

The Michigan Civil Service Commission Rules cover all personnel transactions and regulate all conditions of employment in the state civil service. They are designed, insofar as possible, to provide more uniform conditions of employment in the diverse state agencies and their widely varying work conditions and job classes. These rules provide for the benefits employees receive as well as the restrictions on certain actions.

FOREWORD

The Constitution of the State of Michigan establishes the framework for a State Civil Service Commission and provides that the Commission shall "make rules and regulations covering all personnel transactions, and regulate all conditions of employment" in the state civil service.

The purpose of these rules is to establish a practical and workable interpretation of the Constitution as it relates to state personnel practices; to remove state employment as effectively as possible from the abuses of political spoilsmanship; and to recruit and maintain a knowledgeable career work force to perform the day-to-day functions of state government.

These rules are subject to revision by the Commission should the interests of changing times or good personnel practice so dictate. They have and will continue to be supplemented by Appointing Authority letters which spell out various Commission policies which are not a part of the rules.

They are designed, insofar as is possible, to provide more uniform conditions of employment in the diverse state agencies and their widely varying work conditions and job classes.

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1

STANDARDS OF CONDUCT

- o Conflict of Interest
- o Supplemental Employment
- o Confidential Information
- o Acceptance of Gifts

"An Example For All Of Us"

STANDARDS OF CONDUCT

All governmental employees need to be aware of the picture their actions make for the people who pay the taxes that make governmental jobs possible. All of us feel the burden of taxes and we want to be assured that the money we pay is carefully used. Consequently, taxpayers, including ourselves, are more aware of the actions of employees working for governmental jurisdictions than of those working in private enterprise.

Because of this special awareness of governmental employees, it becomes important that employee actions and performance are above criticism.

Conduct that is unbecoming can best be described as any employee action that could embarrass the state service or the employee himself whether on or off the job. Civil Service Rules provide for dismissal or suspension for violation of acceptable standard of conduct in Section 32. The rule states as follows:

SECTION 32

DISMISSAL OR SUSPENSION

32.1 CAUSES.—An employee in the state civil service may be dismissed or suspended for any of the following reasons:

32.1a Failure to carry out the duties and obligations imposed upon him by these rules and by agency management.

32.1b Conduct unbecoming a state employee.

32.1c Unsatisfactory service.

32.2 PROCEDURE.—Whenever an appointing authority considers it necessary to dismiss or suspend an employee, he shall:

32.2a Notify the employee in writing giving specific reasons for the action.

32.2b Give prior or concurrent written notice to the state personnel director.

32.2c Supplement the notice to the state personnel director with the prescribed form within five days and furnish a copy of the form to the employee.

32.3 SUSPENSION FOR INVESTIGATION.—An appointing authority may suspend an employee for investigation. The suspension shall be superseded by disciplinary suspension, dismissal, or reinstatement within seven calendar days or within such extension as may be approved by the state personnel director.

32.4 SUSPENSION FOR FELONY CHARGES.—An appointing authority may suspend an employee while felony charges relating to conduct outside his employment are pending against him.

State police, conservation officers, public service enforcement officers, and others who wear uniforms are readily identified as state enforcement officers or employees. They work under special rules and regulations that govern many of their working and leisure time activities. These regulations are a condition of employment for these employees and are more exacting than those required of most employees.

It is also advisable for an employee to check with his supervisor, personnel office, or appointing authority if he:

- Is contemplating an activity that might appear to be a conflict of interest.
- Becomes involved in situations about which his employer should be advised.
- Does not himself know the proper course of action to take.

Examples of this might include things such as being called for jury duty, finding it necessary to appear as a witness in court, being arrested, owning or purchasing property or engaging in a business that does or might do business with the state, etc.

If your job puts you into a position where you must transact state business with a relative or close friend, it is advisable to explain the situation to your supervisor so that another person can perform the duty in a neutral capacity.

Some Guidelines

As a rule of thumb for deciding whether an action might be unwise in relationship to your job, ask yourself the following questions:

- Does my job provide me with information or access to information that gives me, or might appear to give me, an unfair advantage in this situation?
- Would I think the action I am considering to be unwise if another government employee were doing it?
- Would the job I do make it difficult for the person I am dealing with to deny me a service I need in my own interest?
- Would I be able to have the information, skills, or contacts to carry out my plan if I were not working in the job I have?
- Will this action in any way jeopardize my ability to do my job?
- Will this action leave me with an obligation to other people, organizations, or principle that will prevent me from effectively carrying out my job duties?
- Does my job put me into a position where I would be able to give myself certain advantages for the thing I am doing (such as a license or approval to do something) that would not otherwise be readily available to me?
- Is the action I am contemplating illegal? If not illegal, would it be questionable?
- Does the action I am contemplating in my own interest put me in contact with known criminals?

In addition to the civil service rules, employees are also responsible for complying with the rules and regulations of the department for which they work.

Department rules are written to control those conditions not covered by civil service rules and those situations that are unique to the department.

If the department for which you work receives funds from the federal government, certain federal regulations or restrictions may apply to your job. The Hatch Act, which regulates political activity, is an example of this kind of law.

Violation of civil service or departmental rules or federal rules (where they apply) can lead to disciplinary action. The action is often spelled out in the rule.

It is wise to study carefully the civil service rules and the rules of your department so that you will clearly understand the benefits and restrictions they describe.

If you have any questions about them, consult your supervisor, personnel officer, or appointing authority before taking any action that might conflict with the work you are doing or the rules that apply to your action.

Whether readily identified as a state employee or not, each employee does carry a responsibility to do his part to protect the state from criticism because of his actions.

Examples of unbecoming conduct would include:

- Careless, drunken or reckless driving in state-owned vehicles or drunk driving of a privately owned vehicle if it reflects on the department.
- Drunkenness or evidence of drinking when on the job.
- Brawling, fighting, striking a fellow employee or supervisor.
- Having unauthorized state property in his possession.
- Engaging in illegal activities or activities that are so incompatible with the job that he is unable to perform his work effectively or neutralizes his value to his employer.
- Misbehavior on the job that reflects badly on the agency.

Every state employee should know that he is in the spotlight of public attention. If he commits a wrong, or appears to have committed a wrong, in his public or private life he will attract more attention than he would if he were not working for a public agency. Each employee must work efficiently and conscientiously in order to help maintain the public trust in government.

Dishonesty

An obvious conflict of interest is dishonesty. Many state employees receive or have control over government property or funds. Some set fees, appraise property, or award contracts to successful bidders. These and many other occupations require that employees be completely honest in their handling of state business.

It is also dishonest for an employee to take or "borrow" state property, materials, or equipment for his own personal use. The act is a dishonest one whether the property in question is as small, and seemingly unimportant, as a pencil or involves a great deal of money.

Unethical Behavior

There are kinds of dishonesty that are improper without being subject to criminal prosecution. These areas can include:

- Violating procedures in order to benefit one person to the disadvantage of others. For example, issuing a license to a friend under conditions which you would not issue a license to others.

- Failing to respect the intent of a rule, regulation, law, etc. Each rule, regulation, and law has been created to fill a specific need. When the thing intended is not accomplished because of employee action the purpose has been bypassed. This kind of action is unethical and should be carefully avoided.

- Recommending certain businesses, merchants, equipment, etc., in conjunction with your job may appear to be an unethical practice because the government must be impartial in its dealings.

- Discrimination or prejudicial actions that give one group of people an advantage over others. Decisions, personnel selections, and other governmental actions must be made on an impartial basis for removing race, sex, color, and religion from consideration as a reason for the action. Impartiality is the backbone of good government.

Inefficient Performance

Regardless of their intentions; organizations, administrators, and employees who fail to carry out their job have failed in their responsibility. Inefficiency can originate from many places and much of it may be beyond the control of the average employee. Nevertheless each employee can do everything in his power to do his best to efficiently accomplish the work assigned to him.

CONFLICT OF INTEREST

Every citizen is entitled to complete confidence in the integrity of his government, its elected and appointed officials, and its employees. Each individual who performs a function for the government must, by his own integrity and conduct, earn the honor and trust placed in him.

The purpose of this portion of the manual is to outline and explain some personal actions that can conflict with an employee's job duties and thereby be considered conflict of interest. A conflict of interest exists if an employee becomes involved, directly or indirectly, in personal transactions that depend on knowledge he gained from his employment.

A conflict of interest can occur where there is no intention of wrongdoing. For example, it is entirely possible for an employee to have financial interests, property, or investments that conflict with his job duties, or appear to, where the employee himself has no idea that a conflict exists. However, his lack of knowledge cannot save him or his department from embarrassment if the confliction comes to public attention. Therefore, the employee should avoid or discontinue any activity that conflicts with his job interests.

Agencies and state departments must depend on public confidence for necessary finances as well as for the success of their programs. It is therefore very important for public employees to take every precaution to protect themselves, their department, and the State of Michigan from criticism caused by their actions.

Employees should avoid any action which could result in, or appear to be:

- Using their public office for private gain.
- Giving preferential treatment to any organization or person.
- Causing waste or inefficiency.
- Damaging to confidence in the public service.

For example, if an employee works for a department that regulates, licenses, or is the primary user of a particular service or commodity, the employee could be considered to have a conflict of interest if he owns or operates a business providing that service to the state.

Employees shall not use state property in a way or for purposes other than those officially approved. Also, he must protect and preserve equipment and supplies entrusted to him.

His use of state-owned vehicles should be done in a manner that will not invite public criticism. Speeding, careless or reckless driving, and discourtesy on the road are dangerous and attract unfavorably to the state service.

SUPPLEMENTARY EMPLOYMENT

Each person who becomes a full-time state employee does, in effect, agree to accept the state as his employer and to work exclusively for the state.

In some instances, however, certain employees find that they must work after regular working hours. There are provisions in the Civil Service Rules for these cases.

Civil Service Commission Rules state:

> **8.5 SUPPLEMENTARY EMPLOYMENT.** - No employee shall hold a full-time job, or its equivalent, in addition to his regular full-time state employment. Supplementary employment is not encouraged but is permitted under the following conditions.
>
> (a) That the additional employment must in no way conflict with the employee's hours of state employment, or in quantity or interest conflict in any way with satisfactory and impartial performance of his state duties.
>
> (b) That he secure the written approval of the appointing authority of his agency before engaging in any supplementary employment.
>
> (c) That he keep the appointing authority informed of contemplated changes in his supplementary employment.

State employees may not hold a full-time job in addition to their state employment. When requesting approval from his appointing authority it is important to:

- Explain the purpose of the supplementary employment.
- Tell who the employer will be.
- Describe the kind of work that will be done.
- Tell how many hours he will work.

If conditions of the job change in any way after approval has been granted, the changes should be explained to the appointing authority.

Approval for supplementary employment is necessary so that the state department can determine that no conflict of interest is involved with the employee's outside employment.

Employees also benefit from receiving approval to work because they have then been relieved of the responsibility for deciding whether or not a conflict of interest exists.

CONFIDENTIAL INFORMATION

Much of the information that state employees work with is of a confidential nature and should not be discussed with unauthorized people.

- Much of the information that an employee would encounter in his job is confidential because it could be misused if it got into the hands of the wrong person.

- State plans or transactions that could provide the employee, his relatives and friends with an opportunity to make a personal profit as a result of knowing state plans in advance.

Health records, arrest and traffic records, tests and test results are all of a confidential nature. This kind of information and many other kinds should not be discussed with anyone except in the process of conducting related state business.

Unauthorized persons who ask for confidential information should be politely referred to the proper person in the department. Remember, the honest person who is referred will usually understand and appreciate the procedure. The person who is trying to get information dishonestly may become indignant.

ACCEPTANCE OF GIFTS

In public employment as well as in private industry, the acceptance of gifts by employees in connection with their work is a continuing problem. State agency heads should keep their employees informed of their responsibilities in this area. If an employee is known to have acted improperly or unwisely in this regard, he shall be subject to disciplinary measures under provisions of Civil Service Rule 32.1b "for conduct unbecoming a state employee."

On this subject the Civil Service Employee Relations Policy states:

> Acceptance of Gifts
>
> No employee shall accept loans, gifts of money or goods, services, proffered arrangements for personal benefit under any circumstances directly or indirectly involving influence upon the manner in which he performs his work, makes his decisions, or otherwise discharges his duties as a state employee.

Many governmental jobs are of such a nature that employees issue licenses, administer regulations, disburse funds, permit or deny certain benefits, or perform other functions that would make it possible for an employee to give certain groups or individuals advantages over others.

To protect employees from being pressured by people or groups who want special privileges or advantages, governmental employees are prohibited from accepting gifts and favors offered to them in relationship to their job.

This must be avoided in order to maintain impartial administration of all functions and to maintain public confidence in state government.

To assure this impartial administration it is necessary that employees do not get into a position where they find themselves obligated to a person or group that wants special privileges.

The regulation governing the acceptance of gifts helps to protect the employee and state from those wanting special treatment. The employee is protected because he has a way and a reason to refuse gifts. The state is protected, because it is not subject to unfavorable publicity resulting from scandals involving employees.

Any special favor extended to an employee by those receiving services from the employee's department can place him in a position of feeling obliged to give something in return. Although the persons giving the gift or the person receiving the gift may have no intent to seek or give special privileges, it is nevertheless this feeling of obligation that must be avoided by state employees.

It is wise to remember that a person seeking a special advantage may be willing to work for a long time and use any means to get it. You, as an employee, may be unaware of any intent and could find yourself indebted to that person without intending to be.

Gifts that may be offered may be expensive or as small and seemingly insignificant as a cup of coffee. The following example clearly illustrates the problems involved in accepting even small gifts and favors.

AN EXAMPLE FOR ALL OF US

LET'S PAY OUR OWN WAY - The police officers have experienced times when local merchants, expecially all-night cafe owners, made it a standing practice to give free coffee to officers on duty. One would imagine that the free coffee was given for a number of reasons, most probably to invite the officer into the place of business during the late hours to assist in preventing trouble that might otherwise occur. Another was that the businessman was probably a strong supporter of the police and was just showing his appreciation.

Conceivably there may have been less altruistic reasons. On many occasions the policemen took advantage of the good will and ordered pie or other food to go with the free coffee. Other businessmen allowed the officers, off duty, to attend their movies at no charge in order to be on hand in case a policeman was needed.

Let us be realistic about what happens if you accept gratuities, free admission or, all too often, that little cup of coffee. While it is true that you saved money by taking the coffee, you don't know what other people are saying about you for accepting it. A typical reaction is "They're too cheap to pay for their own coffee."

You can be quite sure that when most people do you a favor, they expect a favor in return. Let's face it - <u>that's human nature</u>.

The next time you are tempted to accept a free cup of coffee, look around you. Does the fellow that works at the drug store, the school teacher, doctor, lawyer, or the janitor at the local high school get his coffee free?

Each officer should take it upon himself to remind others the time has come when we must <u>pay our own way</u>.

Parts of this review were taken from an article written by Chief John T. Truett, Roseburg (Ore.) Police Department.

2

NOTIFICATION, APPROVALS, AND REPORTING

- o Absence and Tardiness
- o Prior Approval
- o Accidents and Injuries

NOTIFICATION OF ABSENCE OR TARDINESS

One of the primary obligations every employee has is to keep his supervisor and department notified if he is going to be away from work.

If you want to use annual leave or personal leave days you must get permission from your supervisor before you use it. Section 9 of the Civil Service rules covers the point in the following way:

> **9.8 UTILIZATION.**—An employee may utilize annual leave only with the prior approval of the appointing authority.

If you are due to return from leave on a particular day and cannot for some reasons beyond your control, you do nevertheless have an obligation to contact your supervisor or department. A phone call or telegram could normally be used. In cases like this it is important to let your supervisor know early enough so that he can make plans for your absence.

If something should happen that makes it impossible for you to get to work or if you will be late call your supervisor and explain the situation to him. If you cannot reach your supervisor contact your personnel officer or some other responsible person to give your supervisor the message.

If you are ill and cannot go to work you should notify your supervisor of your illness as soon as possible. It is good practice to instruct someone to call your supervisor if you should become so seriously ill or injured that you could not do it yourself. Make sure that someone will know your supervisor's name and telephone number.

In every case, give your supervisor as much notice as you possibly can. Your supervisor needs this information so that he can plan for your absence.

Failure to notify your employer of absence is cause for dismissal.

OBTAINING PRIOR APPROVAL

Because of the public nature of state employment certain precautions are necessary to protect the state, departments, and employees from criticism for employee spare time activities. In order to provide the needed protection, the civil service rules require that an employee get prior written approval from his appointing authority and/or the state personnel director to:

- engage in supplementary employment.
- engage in authorized political activity.
- take leave of absence without pay.

To obtain prior written approval

The method of obtaining written approval varies somewhat within the various state departments. However, it includes the following steps:

1. The employee discusses the situation with his immediate supervisor.
2. A letter is written describing the kind of approval requested and the nature of the activity the employee will engage in.
3. The request is sent to the personnel officer.
4. The personnel officer negotiates for the approval of the appointing authority.
5. If approval is required from the state personnel director, the personnel officer requests the approval.
6. The employee is notified that the approval has or has not been granted.
7. If granted, the employee may then engage in the activity.

In granting written approval the appointing authority and the state personnel director are certifying that the approved employee undertaking is not in conflict with the interests of the employee's department or the state.

REPORTING ACCIDENTS

The underlying cause of an accident is an unsafe act, faulty equipment or conditions, or an inappropriate process. Every accident indicates that something is not just right. When accidents are reported the information can be assembled so that it gradually creates a picture of existing conditions and in that way points the direction for preventing future accidents.

What to report

Any unplanned occurrence that could have resulted in the likelihood of injury or property damage is an accident and should be reported immediately to your supervisor. Corrective actions to eliminate any hazards that lead to the accident should be taken as quickly as possible.

REPORTING INJURIES

Any injury that you receive on the job should be reported immediately whether or not it appears serious. Injuries that appear minor can sometimes become disabling at a later time.

Why injuries should be reported

Injuries should be reported immediately so that proper medical treatment can be given and so that the nature and extent of the injury can be evaluated.

Injuries from falls, bumps, striking against things, lifting, overexertion, and electric shock should all be reported immediately. Cuts, bruises, sprains, skin irritations, slivers, broken bones, abrasions, punctures, burns, etc., should also be reported.

Report to your Supervisor

Report injuries to your immediate supervisor as quickly as possible. Let him know when, where, and how it happened. It is important that this information be recorded the day it happens.

If an injury is severe or occurs away from the normal work station (as in the case of field workers), the employee should get needed medical attention. In this kind of case the hospital or doctor's records should include the necessary information about the cause and time of the accident. This information is important to establish the work-incurred nature of the injury.

It is advisable to get medical attention at the time the injury happens rather than after work or a day later.

How to report accidents and injuries

You should make out the State of Michigan, Department of Civil Service, Employee Accident Report, CS-212, (see sample on next page) or, where one is used, the department accident report form. Have it signed by your department. Your supervisor then should forward the form to the department safety officer or personnel officer for processing.

CS-212 567

Instructions: Supervisor prepare two copies; submit original to department safety officer and retain duplicate for your file. (Print)

State of Michigan
Department of Civil Service

EMPLOYEE ACCIDENT REPORT

MAKE SAFETY FIRST AND MAKE IT LAST

1. Department	2. Employee Name (First, Last)	3. Age

4. Bureau or Division	5. Work Station	6. Sex ☐ Male ☐ Female	7. Months at Present Job

8. Place of accident (County, Area)	9. Job Title and Level	10. Date of Accident	11. Time of Accident Hour: _____ ☐ A.M. ☐ P.M.

12. SEVERITY OF ACCIDENT

- ☐ No Injury
- ☐ First Aid Only
- ☐ Disabling Injury (temporary)
- ☐ Disabling Injury (permanent)
- ☐ Fatal Injury (death)

13. NATURE OF INJURY

- ☐ Amputation
- ☐ Abrasion
- ☐ Bite or Sting
- ☐ Burn (not electric)
- ☐ Concussion
- ☐ Other (explain)
- ☐ Contusion (bruise)
- ☐ Crush
- ☐ Dislocation
- ☐ Drowned
- ☐ Shock (electric)
- ☐ Fracture
- ☐ Frostbite
- ☐ Heart Failure
- ☐ Heat Exhaustion
- ☐ Hernia (Rupture)
- ☐ Laceration (cut)
- ☐ Poison
- ☐ Puncture
- ☐ Sprain
- ☐ Strain
- ☐ Suffocation
- ☐ Wound (gunshot)

14. PART OF BODY INJURED (Draw a line through the (s) if the body part injured is singular)

- ☐ Ear(s)
- ☐ Eye(s)
- ☐ Face
- ☐ Neck
- ☐ Nose
- ☐ Skull
- ☐ Other (identify)
- ☐ Elbow(s)
- ☐ Finger(s)
- ☐ Hand(s) (not fingers)
- ☐ Lower Arm(s)
- ☐ Upper Arm(s)
- ☐ Wrist(s)
- ☐ Ankle(s)
- ☐ Foot(feet)
- ☐ Knee(s)
- ☐ Lower Leg(s)
- ☐ Upper Leg(s)
- ☐ Toe(s)
- ☐ Abdomen
- ☐ Back
- ☐ Shoulder(s)
- ☐ Ribs

15. TYPE OF ACCIDENT

- ☐ Auto Accident
- ☐ Falling or striking against
- ☐ Struck by moving object
- ☐ Lifting or overexertion
- ☐ Caught in, on, or between
- ☐ Other (explain)
- ☐ Handling object
- ☐ Contact with irritants
- ☐ Exposure to heat or cold
- ☐ Burns (not electric)
- ☐ Shock (electric)

16. CONTRIBUTING FACTORS

- ☐ Failure to follow rules or instructions
- ☐ Proper tools or protective equipment not provided
- ☐ Proper tools and protective equipment provided, but not used
- ☐ Defective tools, equipment or devices
- ☐ Other (explain)
- ☐ Lack of knowledge or instruction
- ☐ Mental attitude
- ☐ Horseplay
- ☐ Failure to make proper inspection or poor housekeeping
- ☐ Contact with patient or inmate

(see other side)

REMEMBER THIS IS A FACT FINDING, NOT A FAULT FINDING, REPORT.

17. Give your description of the accident _____

_____

_____

_____

_____

18. Indicate any corrective action which can be taken to prevent an accident of this nature in the future.

_____

_____

_____

_____

Signature of Supervisor _____

DO NOT WRITE IN THE SPACE BELOW--FOR DEPARTMENT USE ONLY.

MONTHLY SUMMARY

INSTRUCTIONS: To be completed by department safety officer and submitted monthly to Safety Training Coordinator, Department of Civil Service.

A. Total accidents reported _____

B. Total accidents by age group
- 16-25 _____
- 26-35 _____
- 36-45 _____
- 46-55 _____
- 56-65 _____
- Over 65 _____

C. Total accidents by sex
- Male _____
- Female _____

D. Total employee hours worked (less sick leave, annual leave, and holidays) _____

E. Total accidents by hour

	A.M.	P.M.
1:00 - 2:00	_____	_____
2:00 - 3:00	_____	_____
3:00 - 4:00	_____	_____
4:00 - 5:00	_____	_____
5:00 - 6:00	_____	_____
6:00 - 7:00	_____	_____
7:00 - 8:00	_____	_____
8:00 - 9:00	_____	_____
9:00 - 10:00	_____	_____
10:00 - 11:00	_____	_____
11:00 - 12:00	_____	_____
12:00 - 1:00	_____	_____

NOTE: Monthly summary must also include totals for items 12 through 16 on opposite side.

3

EMPLOYEE ORGANIZATIONS AND POLITICAL ACTIVITIES

- Employee Organizations
- Political Activities
  - Authorized
  - Prohibited
  - Additional Restrictions
  - Jury Duty
  - Subversive Activities

EMPLOYEE ORGANIZATIONS

Each employee has the right to join or refrain from joining an employee organization, to hold office and actively participate.

There are a number of different organizations presently representing state employees. Each recognized organization has met the standards established by the Michigan Civil Service Commission.

The Commission is charged by the state constitution with the regulation of all conditions of employment. Under these powers the Commission has the right to grant recognition to qualified employee organizations.

To qualify, an employee organization must have as its primary purpose the improvement of conditions of employment and must be composed of employees of the Michigan State Classified Service. An organization that asserts the right to strike, advocates the overthrow of the state or federal constitutional government, or restricts membership because of religion, race, color, national origin, or political partisanship cannot meet the qualification standards.

Ask your supervisor or personnel officer if you have any questions about the status of an organization you are thinking of joining.

Strikes

The Civil Service Commission rules are very specific about the right of employees to strike. The rule is stated as follows:

SECTION 14

STRIKES

14.1 STRIKING ACTIVITY.—An employee in the state civil service who participates in a strike against the state of Michigan, or any agency thereof, shall be suspended or dismissed by the appointing authority. If the appointing authority fails to take such action within fifteen days after the first day of such strike, the employee shall be suspended or dismissed by the state personnel director after he has secured the approval of the commission.

14.2 DEFINITION.—For purposes of these rules, a strike is defined as the failure to report for duty, the wilful absence from one's position, the stoppage of work, or the abstinence in whole or in part from the full, faithful and proper performance of duties of employment, for the purpose of inducing, influencing or coercing a change in the conditions of employment, compensation, or the rights, privileges or obligations of employees.

Strikes are prohibited because of the nature of work performed, the obligation to citizens of the state to perform the work, and the need to maintain state government.

POLITICAL ACTIVITES

Why political activities are regulated

Before the State of Michigan had a merit system regulated by the Civil Service Commission, jobs were filled by political appointment of people who often were not qualified to do the work expected of them.

When the present merit system was adopted it provided that employees would be selected on the basis of their ability to do the work, provided appropriate pay scales, and protected them from loss of their jobs for political reasons.

In order for the merit system to assure impartial employment, employees in the state civil service of Michigan must accept certain restrictions on their political activity as a condition of employment. These restrictions are designed to:

1. Protect employees from political exploitation.

2. Provide the citizens of the state with a knowledgeable career staff ready to serve the elected leadership of any political party.

3. Regulate but not deprive state workers of their elective franchise.

Because of the many varying degrees and kinds of political activity, the Michigan Civil Service Commission has spelled out certain prohibited activities and any employee engaging in these activities is subject to dismissal. To answer common questions, the Commission has also outlined some generally authorized activities.

The Rules of the State of Michigan Civil Service Commission state:

SECTION 7

POLITICAL ACTIVITIES

7.1 PROHIBITED ACTIVITIES.—No employee in the state civil service shall be or become a member of any political party committee formed or authorized under the general election laws of the state, nor shall he be or become a delegate to any state, district or county convention held by any political party in this state, nor shall he be or become a member of any national political party committee or participate as a delegate from this state in any national political party convention.

7.2 POLITICAL ASSESSMENTS.—The levying, solicitation, collection or payment of any type of political assessment in the state civil service is expressly prohibited. This provision shall apply to those who levy, solicit, collect or pay any type of political assessment and also to those who authorize or order such levying, solicitation, collection or payment of any type of political assessment.

7.3 CANDIDATES FOR PUBLIC OFFICE.—No employee in the state civil service shall become a candidate for nomination to any elective office without first obtaining a leave of absence. The leave of absence shall remain in force and effect until the candidacy becomes official by the filing of petitions or by the action of a caucus or a convention. When a state civil service employee becomes an official candidate for elective office in any manner, or accepts appointment to an elective office set forth as above, he shall at once resign from his civil service position.

7.4 EXCEPTIONS.—Without requiring a leave of absence the state personnel director, upon recommendation of the appointing authority, may permit an employee to become a candidate for public office in a nonpartisan election for membership on a municipal charter revision commission, or as a member of a local school board.

7.5 VIOLATIONS.—Any employee in the state civil service who shall violate any of the provisions of this section shall be dismissed. If the appointing authority fails to take such action within fifteen days after the state personnel director has brought the matter to his attention, the employee shall be dismissed by the state personnel director after he has secured the approval of the commission.

AUTHORIZED POLITICAL ACTIVITY

Authorized political activities of whatever nature shall be voluntary on the part of the employee. The Civil Service Commission will protect the employee from coercion or reprisal by his appointing authority, his supervisor, other employees, or employee organizations with respect to such permitted political activity.

VOTING	- All state employees are encouraged to vote as they choose.
EXPRESSION OF OPINION	- Expression of opinion is permitted up to the point of but not including assuming active management of political campaigns or serving as an officer of a political organization.
PARTISAN BADGES, BUTTONS, STICKERS, CAMPAIGN MATERIAL	- Voluntary use of this material is permitted but should not be displayed while on duty on public business. For instance, bumper stickers on private cars are ordinarily permitted but prohibited while and if the vehicle is used to conduct state business.

CONTRIBUTIONS	- Voluntary contributions to a political party or candidate are allowed but any contributions to anyone made under stress or intimidation -- stated or implied -- are considered assessments under the rule and are prohibited.
CANDIDACY	- Employees, upon authorization of the State Personnel Director, may become candidates in nonpartisan elections for members of a school board or municipal charter commission.
APPOINTMENTS	- Employees, upon authorization of the State Personnel Director, may accept appointments to nonpartisan nonelective boards and commissions.
ELECTION BOARDS	- Employees, upon authorization of the State Personnel Director, may serve as officials on local election boards but may not serve as party "challengers."

PROHIBITED ACTIVITY

POLITICAL COMMITTEES	- Serving as members of a political party committee authorized under the general election laws of the State.
DELEGATES	- Serving as a delegate or officer in any national, state, district, or county political convention.
ASSESSMENTS	- Soliciting or paying political "assessments."
CANDIDACY	- Being a candidate for elective office, either nonpartisan or partisan (with exceptions listed under "Authorized Activity").

Employees violating any of the prohibited activities are subject to dismissal.

ADDITIONAL RESTRICTIONS

FEDERAL HATCH ACT RESTRICTIONS APPLY TO EMPLOYEES OF STATE AGENCIES IF THEIR ACTIVITIES ARE FINANCED IN WHOLE OR IN PART BY FEDERAL FUNDS.

Getting permission or information

If you wish additional information concerning political activities, contact your personnel officer or the State Personnel Director, Michigan Department of Civil Service, Lansing, Michigan 48913.

JURY DUTY

An Appointing Authority letter, CS-5869, has been issued to provide information and establish uniformity in handling administrative leave with pay for classified employees summoned for jury service in the federal and state courts.

Effective September 1, 1969 ... as the result of Act 326, of the Public Acts of 1968 ... very few classified employees will be exempt from jury service in our federal and state courts.

State classified employees, except as hereafter noted, are subject to selection and summons for jury duty. An employee selected for jury service should obey the jury summons unless he receives actual notice from the court that he has been excused. Failure on the part of an employee to comply with a jury summons is punishable as contempt of court.

When an employee is called to jury service in our federal or state courts he is entitled to administrative leave with pay providing he agrees to reimburse the department in the amount of any compensation received from jury service (excluding any travel allowance paid by the court) during the calendar period of absence.

The new statute and a recent letter of opinion prepared by the Attorney General specifically exempts the following classified employees from jury service:

Federal Courts

1. Officers and enlisted personnel of the Department of State Police.

2. Eastern District: any state employee who is a member of the Michigan Bar, and his subordinates, may request to be excused.

   Western District: there exists no specific ruling on attorneys.

An appointing authority may, if an employee's absence would impair department operations, petition the district court to excuse the employee from jury service. The federal statute authorizes a district judge for good cause to excuse or exclude from service any person called as a juror.

State Courts

1. All employees of the Department of State Police.

2. Any employee ... regardless of his job classification ... who is a member of the Michigan Bar.

3. Employees of the Department of Corrections when specifically exempt or excused by the court in accordance with the provisions of Act 118, of the Public Acts of 1893.

An appointing authority may, if an employee's absence from duty would impair department operations, petition the court to excuse the employee from jury service. The presiding judge is empowered to excuse a potential juror if it appears that the interest of the public or the individual juror would be materially injured by his attendance.

An employee is not on duty nor in travel status during the calendar period of his jury service. Therefore, he may not use a state car and is not to be considered eligible for state travel reimbursement while on administrative leave with pay for jury service.

Any questions concerning the administrative regulations contained herein should be directed to our Agency Services Division.

SUBVERSIVE ACTIVITIES

From time to time we have all read or heard about people who have unwittingly joined organizations that were designated as subversive by the Attorney General of the United States. Many of these people were staunch Americans with no anti-American intentions and yet they found themselves identified with an organization that conflicted with their own ideals.

This chapter, although brief, is directed at reminding you not to jeopardize your own American ideals by a careless or impulsive un-American act.

Reference: Guide to Subversive Organizations and Publications. Author: U.S. Congressional House Committee on Un-American Activities. Appendix II.

From the Rules of the Civil Service Commission:

SECTION 1

1.3 SUBVERSIVE ACTIVITIES.—Any person who has engaged in subversive activities as defined by the laws of the United States, or who belongs to any group or organization officially designated by the Attorney General of the United States as subversive or which is otherwise found to advocate such activities or the overthrow of the American form of government, shall neither be eligible for, nor remain in, any position or employment in the state civil service.

(See oath of Office form on next page.)

This section of the rules is handled by the Employee Relations Division of the Michigan Department of Civil Service.

CS-314
Rev.766

INSTRUCTIONS: Complete one copy and forward to Department of Civil Service.

State of Michigan
DEPARTMENT OF CIVIL SERVICE

OATH OF OFFICE

I DO SOLEMNLY SWEAR (OR AFFIRM) THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE CONSTITUTION OF THIS STATE, AND I WILL FAITHFULLY DISCHARGE THE DUTIES OF MY POSITION ACCORDING TO THE BEST OF MY ABILITY.

Signature of Appointee _____

Date _____

Printed or Typed Name of Appointee _____

Social Security Number _____

Date of Birth _____

Signature of
Authorized Representative _____

Department and Division _____

APPENDIX

Executive Order No. 1966-3

STANDARDS OF CONDUCT FOR STATE EMPLOYEES

1. Declaration of Policy

The objectives of the following standards of conduct are to maintain an impartial administration of the state government and to maintain public confidence in government. Devotion to the public trust is an essential part of the obligation of public service. Individuals in state employment are the trustees of an important branch of our system of government in which the people must be able to place their absolute trust for the preservation of their welfare, their safety and all in which they believe.

State employees must avoid all situations where prejudice, bias, or opportunity for personal gain could influence their decisions. Employees must equally avoid that which suggests favoritism or personal gain as the motivating force in the conduct of state government.

2. Responsibilities of Public Employment

Employees shall support and defend the Constitution of the United States and the Constitution of the State of Michigan and administer its laws fairly. Employees must faithfully discharge their duties to the best of their ability without regard to race, creed, national origin or political belief. Each employee shall place the welfare of the state and its citizens above loyalty to personal or group interests. Every employee must be mindful of his public trust in the use of manpower, property, and funds under his care, and should pledge himself to continuing economy and efficiency in the performance of his duties. The conduct of individuals in public employment in both their official and private affairs should be above reproach.

3. Conflict of Interest

a) Disclosure of Confidential Information—No employee shall divulge confidential information to any unauthorized person, or release any such information in advance of the time prescribed for its authorized release for his own personal gain or for the gain of others. No employee shall engage, directly or indirectly, in any personal business transaction or private arrangement for personal profit which accrues from or is based upon his official position or authority, or upon confidential information which he gained by reason of such position or authority.

b) Gifts and Favors—No employee shall accept loans, gifts of money or goods, services or other proffered arrangements for personal benefit under any circumstances directly or indirectly involving influence upon the manner in which he performs his work, makes his decisions, or otherwise discharges his duties as a state employee.

c) Representing Private Interests—No employee shall represent private interests, whether for compensation or not, in any transaction involving the State. Neither shall any employee assist for any economic consideration or compensation another person in any transaction involving the State. In addition employees may not attempt to influence any proceeding between private interests and the State in which law or agency regulation requires that a decision be made solely on the record of formal hearing. No employee shall, by virtue of his position, represent his private opinions as being those of his agency.

d) Supplementary Employment—No employee shall hold a full-time job, or its equivalent, in addition to his regular full-time state employment. Supplementary employment is not encouraged but is permitted under the following conditions:

(1) That the additional employment must in no way conflict with the employee's hours of state employment, or in quantity or interest conflict in any way with the satisfactory and impartial performance of his state duties.

(2) That he secure the written approval of the appointing authority before engaging in any supplementary employment.

(3) That he keep the appointing authority informed of contemplated changes in his supplementary employment.

e) Investments in conflict with public responsibilities—An employee who participates in the negotiations of contracts, the making of loans, the granting of subsidies, the fixing of rates or the issuance of valuable permits or certificates to any business entity shall not have a financial interest, direct or indirect, in that business entity.

4. Political Activities

As a condition of employment the Civil Service Commission in its rules prohibits certain political activities of classified employees for the purpose of protecting them from political exploitations and from interference with their rights of elective franchise. The Civil Service Commission maintains a statement of authorized and prohibited political activities for the information and guidance of classified employees and appointing authorities. Every employee should be aware of these rules.

5. Publication and Posting

Copies of these Standards of Conduct shall be distributed to all State employees. Employees are encouraged to discuss any activities where these standards require further definition with the heads of the principal departments or individuals they may designate. This Executive Order shall be posted in a conspicuous location in all State facilities.

CIVIL SERVICE
COMMISSION

DAVID POLLACK
Chairman
RICHARD L. MILLIMAN
ERNEST L. BROWN, JR.
RUTH M. ROBERTSON

CS-5687
869

STATE OF MICHIGAN

WILLIAM G. MILLIKEN, Governor

DEPARTMENT OF CIVIL SERVICE

LEWIS CASS BUILDING, LANSING, MICHIGAN 48913

FRANKLIN K. DeWALD, State Personnel Director

May 23, 1966

TO: ALL STATE EMPLOYEES

FROM: Franklin K. DeWald, State Personnel Director

SUBJECT: New Revised State Employee Relations Policy

This is your personal copy of the new and improved statement of the Commission's relations with employees and employee groups. Keep this with your copy of the Civil Service Rules and your copy of your Departmental Grievance Procedure. Altogether, these regulations express the desire of the Commission along with all classified employees to maintain the Michigan Civil Service Commission tradition of leadership, service and equitable employee relations.

The original policy statement was adopted on December 1, 1964 after numerous consultations and discussions with the individual employees, employee organizations, personnel officers, and appointing authorities. Recently, in connection with the annual review of its policy the Commission published certain proposed changes as a foundation for discussion. Again, comments were received from employees, employee groups, and management. Many of the comments brought about changes in the Commission's proposal and were incorporated in the present document.

If you compare this new statement with the old, you will note that the modifications for improvement involve Article V, Section 3 and 7, and Article VI, Sections 3, 4, and 7. Questions may be discussed with your supervisor, your personnel officer, or the Civil Service Department.

STATE EMPLOYEE RELATIONS POLICY
AMENDED APRIL 26, 1966

I. PURPOSE

The objectives of the Employee Relations Policy in the Michigan State Classified Service are:

1. To attract and retain competent employees for State Government as the best assurance of the high quality of service to the citizens of Michigan.

2. To assure the effectiveness of their service by providing an opportunity for employees to meet with appointing authorities or the Department of Civil Service to exchange views and opinions on policies and procedures affecting the conditions of their employment, subject to the Constitution, law and requirements of the public service.

3. To protect the right of every employee to fair and impartial treatment regardless of membership or nonmembership in an employee organization and to assure to every citizen of the State of Michigan the right to apply for employment with the State Service without prejudice.

4. To assure strict compatibility of all employee relations policies throughout the State Classified Service with the constitutionally required merit principle of employment and with the constitutional responsibility of the Civil Service Commission for its administration and with the responsibilities of the appointing authorities to provide services and protection to the public.

II. DEFINITIONS

1. Agency: Any office, department, board, commission, institution, or other administrative instrumentality required by the Constitution or by law to select and administer its personnel under the Civil Service provisions of the Constitution.

2. Appointing Authority: Single executives heading principal departments or the chief executive officer of each principal department headed by a board or commission, or those officials delegated by them as being responsible to administer the personnel functions of the department, board or commission.

3. Employee: For purposes of this policy statement, an "employee" is any person who holds a position in the State Classified Service.

4. Employee Organization: Any lawful association, organization, or union composed of employees in the Michigan State Classified Service, having as its primary purpose the improvement of conditions of employment; but not including any organization (1) which asserts the right to strike, or which imposes a duty or obligation to conduct, assist or participate in any such strike, or (2) which advocates the overthrow of the constitutional form of government in the United States or in Michigan, or, (3) which discriminates with regard to the terms or conditions of membership because of religion, race, color, national origin, or political partisanship.

III. BASIS AND IMPLEMENTATION OF THE EMPLOYEE RELATIONS POLICY

The provisions of the Constitution with respect to the State Classified Service and the Rules of the Civil Service Commission constitute the basis of the State Employee Relations Policy. The Policy shall be implemented by regulations issued and procedures required by the Civil Service Commission for the entire classified service and by policies and regulations adopted by the various appointing authorities pursuant to authority delegated to them by the Civil Service Commission.

IV. APPOINTING AUTHORITIES: RIGHTS, DUTIES AND RESPONSIBILITIES

Each appointing authority shall exercise the following rights, duties and responsibilities, respecting employee relations in accordance with the Constitution, applicable laws, and Civil Service Rules:

1. (a) to hire, promote, transfer, assign, and retain employees in positions within the agency, and to suspend, demote, discharge, or take other disciplinary action against employees,

   (b) to relieve employees from duties in accordance with Civil Service Rules,

   (c) to establish standards of job performance and to require employees to meet the standards,

   (d) to make final decisions on conditions of employment designated by the Civil Service Commission to lie within the discretion of the appointing authorities,

   (e) to advise the Civil Service Commission with respect to modification or revision of the Civil Service Rules, this Employee Relations Policy Statement, the annual pay rate proposals and grievance procedures.

Provisions of this policy statement shall not be construed to extend to the following responsibilities of appointing authorities:

2. (a) the maintenance of the efficiency of the agency operations entrusted to them,

   (b) the determination of the methods, means and personnel by which such agency operations are to be conducted,

   (c) the maintenance of exclusive administrative jurisdiction over the agency's mission, its budget, its organization,

   (d) whatever actions may be necessary to carry out the mission of the agency in situations of emergency.

V. THE INDIVIDUAL EMPLOYEE: RIGHTS, DUTIES AND RESPONSIBILITIES

Each individual employee shall exercise the following rights, duties and responsibilities in accordance with the Constitution, applicable laws, and the rules and regulations of the Civil Service Commission and his appointing authority:

1. to perform his assigned duties to the best of his ability in order to render the most effective service to the people of Michigan;

2. to join or refrain from joining an employee organization, and to hold office and actively participate therein;

3. to be free from interference, coercion, restraint, discrimination or reprisal on the part of his appointing authority, his supervisor, other employees, or employee organizations, with respect to his membership or non-membership or activity in a recognized employee organization or with respect to his participation in forms of political activity permitted under civil service political activity regulations, and the federal Hatch Act (where applicable);

4. to fair and impartial treatment by his appointing authority;

5. to respect on the part of his appointing authority for his dignity and integrity as an individual;

6. to consult with the staff of the Department of Civil Service;

7. to be heard on conditions of employment by his appointing authority or by a representative authorized to speak for the appointing authority;

VI. EMPLOYEE ORGANIZATIONS: RIGHTS, DUTIES AND RESPONSIBILITIES

1. Recognition: The Civil Service Commission, as a public agency charged by the Constitution with the regulation of all conditions of employment, and with responsibility for the public interest of all citizens equally, will grant recognition to employee organizations coming within the definition stated in this Policy and submitting to the Department of Civil Service (1) a written request for recognition, (2) a roster of its officers and official representatives, (3) and a copy of its objectives, its constitution and by-laws and accepting the responsibilities set forth in this statement. Recognition shall continue so long as such organization satisfies the criteria for such recognition. Recognition will only be extended to those organizations which have a substantial and stable membership of employees of the agency.

2. Representation: Duly constituted representatives of each recognized employee organization shall have the right to represent its organization in conferences with the Department of Civil Service or its representatives, and with their respective appointing authorities. They shall also have the right to represent their members, when requested by such members, in grievances in accordance with the grievance procedures.

3. Conferences with Department of Civil Service: The Department of Civil Service shall provide reasonable opportunity for conference with duly constituted representatives of recognized employee organizations prior to modifying or revising this Employee Relations Policy Statement, the Civil Service Rules, minimum standards of Grievance Procedures, or the Annual Pay Rate Proposals. An employee organization may request a conference with the Department of Civil Service on any condition of employment provided that the provisions of Article VI, Section 4, where applicable, have been pursued in good faith. Such conferences shall be on official time.

4. Conferences with Appointing Authorities: Appointing authorities shall provide reasonable opportunity for conference with duly constituted representatives of employee organizations recognized by the Civil Service Commission, on conditions of employment designated by the Civil Service Commission, to lie within the discretion of the appointing authorities. If the appointing authority delegates this responsibility, it shall be to a representative authorized to speak for him. Such conferences shall be on official time.

5. Decisions made by appointing authorities within a reasonable time following such conferences shall be made accessible to all the agencies' affected employees in written form.

6. Solicitations of membership, or other internal employee organization business shall be conducted during the non-duty hours of all employees concerned.

7. A classified employee who accepts employment with a recognized employee organization shall be entitled to a leave of absence for the period of such employment. However, after the expiration of three years: (1) the vacancy may be filled by permanent appointment and (2) upon request for restoration to duty, the employee's name shall be placed on an appropriate layoff list (or lists). On leaves granted prior to June 29, 1965, the three year period of standard restoration rights shall extend through June 28, 1968.

VII. RECOGNIZED EMPLOYEE ORGANIZATIONS: USE OF STATE FACILITIES

1. Meeting Places: Recognized employee organizations shall be granted the use of State facilities for meetings composed of State employees provided such meetings are outside regularly scheduled working hours for the group which is meeting and provided space is available without interfering with agency needs.

2. Use of Bulletin Boards: Recognized employee organizations shall be provided with a reasonable amount of space for posting official organization bulletins. Prior approval of subject matter of the material for posting shall be obtained from the appointing authority or his representative.

3. Distribution of Material: When approved by the appointing authority, material may be distributed by a recognized employee organization to its members or to all employees through normal agency channels of communication.

4. Dues Collections: Recognized employee organizations will be provided with the payroll deduction system for the collection of dues.

5. Improper Use: State facilities shall not be used for partisan political purposes.

VIII. GRIEVANCE PROCEDURE

1. The Civil Service Commission requires the establishment and use of a formal, written grievance procedure by each agency which must conform throughout the service with minimum standards established by the Civil Service Commission.

2. Any deviation from such standards due to unique situations within an agency must be requested of and approved by the State Personnel Director.

3. The grievance procedure shall be available to every employee without fear of reprisal and regardless of membership or non-membership in an employee organization.

4. Each employee shall be permitted to represent himself or to authorize a representative of his own choosing to present his grievance in accordance with the grievance procedure.

IX. POLITICAL ACTIVITIES

1. As a condition of employment, the Civil Service Commission in its rules restricts the political activities of employees for the purposes of protecting the employee from political exploitation and from interference with his right of elective franchise, and of providing the citizens of the State with a career staff ready to serve the elected leadership of any political party with equal fidelity. The Civil Service Commission maintains a statement of authorized and prohibited political activities for the information and guidance of employees and appointing authorities.

2. Authorized political activities of whatever nature shall be voluntary on the part of the employee. The Civil Service Commission will protect the employee from coercion or reprisal by his appointing authority, his supervisor, other employees, or employee organizations with respect to such permitted political activity.

X. ACCEPTANCE OF GIFTS

No employee shall accept loans, gifts of money or goods, services or other proffered arrangements for personal benefit under any circumstances directly or indirectly involving influence upon the manner in which he performs his work, makes his decisions, or otherwise discharges his duties as a State employee.

XI. SUPPLEMENTARY EMPLOYMENT

1. No employee shall hold a full-time job, or its equivalent, in addition to his regular full-time State employment.

2. Supplementary employment is not encouraged but is permitted under the following conditions:

   (a) That the additional employment must in no way conflict with the employee's hours of State employment, or in quantity or interest conflict in any way with the satisfactory and impartial performance of his State duties.

   (b) That he secure the written approval of the appointing authority of his agency before engaging in any supplementary employment.

   (c) That he keep the appointing authority informed of concemplated changes in his supplementary employment.

XII. EQUAL OPPORTUNITY

The provisions of this Employee Relations Policy shall apply to all employees regardless of religion, race, color, national origin, or political partisanship. This principle shall be applicable in all phases of personnel administration.

XIII. COMMUNICATION

1. Each employee shall be provided with a copy of the Civil Service Rules, this Employee Relations Policy Statement, and the grievance procedure of his agency for which he shall sign a receipt. Implementing regulations of the Department of Civil Service and of appointing authorities relating to conditions of employment shall be in a form readily accessible to employees.

2. Actions of the Department of Civil Service, directives to appointing authorities, decisions in grievance cases, and decisions of appointing authorities, which interpret this Employee Relations Policy, shall be communicated to the appointing authorities, to the employees, and recognized employee organizations.

XIV. AGENCY UNIFORMITY AND IMPLEMENTATION

1. Uniformity: The Civil Service Commission encourages service-wide uniformity of conditions of employment subject to the unique needs of the various administrative agencies and variety of conditions of employment with each administrative agency.

2. Deviations: Any deviations from this policy which are required to fit the peculiar needs of any agency shall be submitted to the State Personnel Director for approval.

CS-136
768

State of Michigan
Department of Civil Service

Employee's Name _____

Date Hired _____

Recommended
Completion Date _____
Date of hire plus 3 workdays

NEW EMPLOYEE INITIAL ORIENTATION CHECK SHEET

(See Page 3 for Instructions)

Person orienting initial when topic discussed fully with the new employee	Topics To Explain To The New Employee	Employee Indicate ✔ Satisfied ? If in doubt
	DEPARTMENTAL ORIENTATION	
	Law or constitutional provision that has established the department	
	Organization structure	
	People in the key positions	
	Work and goals of the department	
	Special rules and regulations	
	Importance of the department's public image	
	Use of department equipment and facilities	
	Tour of the organization	
	The grievance procedure	
	FOR THE PERSONNEL OFFICE	
	Type of position and method of job entry	
	Completion of office forms	
	Salary information	
	Timekeeping procedure	
	Overtime and compensatory time	
	Accumulation and use of annual leave	
	Personal leave days (credit and use)	
	Accumulation and use of sick leave	
	Leave for general emergency conditions	
	Holidays	
	Rest periods	
	Lost time	
	Tardiness	

Person orienting initial when topic discussed fully with the new employee	Topics To Explain To The New Employee	Employee Indicate ✓ Satisfied ? If in doubt
	Insurance plans	
	Retirement information	
	Suggestion program	
	Parking	
	State employee's credit union	
	FOR THE EMPLOYEE'S SUPERVISOR	
	Introduce him to co-workers	
	Explain the work area layout	
	Explain the agency layout	
	Describe probationary period	
	Explain the nature of eating facilities	
	Explain mailing procedures	
	Explain telephone procedures !	
	Discuss the function, job, mission, purpose, etc., of the work unit	
	Discuss the employee's job	
	How to secure supplies	
	Appropriate dress	
	Discuss smoking policies	
	Relationships within the agency	
	General building regulations	
	Notifying the office manager of any change of address, telephone number, number of dependents, etc.	
	Explain fire, disaster and evacuation procedures	
	Explain procedures and protocol that apply to the employee's work	
	GETTING THE EMPLOYEE STARTED ON THE JOB	
	Prepare the employee to do the job	
	Present the job	

Person orienting initial when topic discussed fully with the new employee	Topics To Explain To The New Employee	Employee Indicate ✓ Satisfied ? If in doubt
	Test performance	
	Follow through	
	Clarify job standards	
	ORIENTATION TO CIVIL SERVICE	
	Briefly discuss civil service history	
	Legislative civil service, 1938-39	
	The civil service constitutional provision	
	The employee's stake in civil service	

INSTRUCTIONS

This check sheet has been provided to help supervisors and new employees work together to effectively complete the new employee's introduction to the organization.

TO THE NEW EMPLOYEE

We welcome you to the Department of _____.

You will be working for _____ (supervisor's name) in the _____ (name of the work unit). If you should have to call your supervisor his work phone number is _____ (complete phone number). If it becomes necessary for someone to call you while you are at work you may be contacted by phone at _____. Your work address is: _____

_____.

1. We are asking you to keep this check sheet with you while you are learning about the things listed.
2. Give the sheet to the person training you so that he can initial the topics he covers.
3. You will not remember everything you have been told and will not be expected to. If you want something explained again, put a question mark after that topic. If you believe you understand what you have been told, merely make a check mark (✓).

TO THE PERSON DOING THE TRAINING

This check sheet is also for your use in giving a new employee the initial orientation he needs. It will help you to avoid overlooking information you should give him.
The employee will carry this check sheet with him during his training period.
Please initial each topic after you have discussed it with him.
If the new employee finds that he needs more information than has been given, he will place a question mark in the space after the topic. Let him tell you what he wants clarified so that you can tell him what he needs to know.

ERIC Clearinghouse
JAN 04 1971
on Adult Education